

Engineering Assistant (T)

Engineering Assistant

Program Management Assistant

Supply Clerk

Medical Research Technologist (Clinical Care Coordinator) (T)

Medical Research Technologist (Clinical Care Coordinator)

Operational Support Assistant

FSN#2009/49 (T)

Engineering Assistant

OPEN TO: All Interested Candidates

POSITION: Engineering Assistant, FSN-8; FP-6, Trainee

OPENING DATE: April 10, 2009

CLOSING DATE: April 16, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineering Assistant in its Facilities Management Office (FM) located at Rajdamri compound, Bangkok.

BASIC FUNCTION OF POSITION:

Performs works within the engineering division. Duties include assisting project engineer in supervising, monitoring and/or controlling constructions projects; performing responsibility for quantity survey, site inspection and collaborative responsibility in project design.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Mechanical or Electrical Engineering; (2) Three years' progressive experience in maintenance and repair or construction engineering field in multinational organization; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must have knowledge of construction engineering and techniques, as well as Thai and common international standards and codes; (5) Must possess a valid local driving license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: APRIL 16, 2009

FSN#2009/49

Engineering Assistant

OPEN TO: All Interested Candidates

POSITION: Engineering Assistant, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: April 10, 2009

CLOSING DATE: April 16, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineering Assistant in its Facilities

Management Office (FM) located at Rajdamri compound, Bangkok.

BASIC FUNCTION OF POSITION:

Performs works within the engineering division. Duties include assisting project engineer in supervising, monitoring and/or controlling constructions projects; performing responsibility for quantity survey, site inspection and collaborative responsibility in project design.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Mechanical or Electrical Engineering; (2) Three years' progressive experience in maintenance and repair or construction engineering field in multinational organization; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must have knowledge of construction engineering and techniques, as well as Thai and common international standards and codes; (5) Must possess a first level of Thai Professional Engineering License; (6) Must possess a valid local driving license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF Thai Professional Engineering LICENSE.

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: APRIL 16, 2009

FSN#2009/52

Program Management Assistant

OPEN TO: All Interested Candidates

POSITION: Program Management Assistant, FSN-8; FP-6

OPENING DATE: April 10, 2009

CLOSING DATE: April 23, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Assistant in Global AIDS Program, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Provide expert program and financial management, as well as administrative reporting assistance, advice and/or guidance associated with the activities funded by CDC as grants, contracts and/or cooperative agreements.

Duties also included responsible for the planning and the execution of various management and administrative reporting functions of CDC's complex portfolio of implementation activities with the Ministry of Public Health, the Bangkok Metropolitan Administration, and other health-related institutions in Thailand.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Business Administration, Finance, or management-related field is required; (2) Three years of work experience in program management, administrative support activities and finance; (3) Level IV (Fluent) in speaking, reading, and writing both English and Thai; (4) Must have good computer skills including MS office, word processing, spreadsheets, e-mail, database, etc.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFM's) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Note: It is the Mission policy that hiring offices are encouraged to fill vacant positions from within if a qualified employee in the mission applies. However, hiring offices are not required to select an applicant from within the mission.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: bkkrecruitment@state.gov

FAX: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: April 23, 2009

FSN#2009/53

Supply Clerk

OPEN TO: All Interested Candidates

POSITION: Supply Clerk, FSN-6; FP-8

OPENING DATE: April 3, 2009

CLOSING DATE: April 16, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Supply Clerk in its General Services Office/Property & Supply located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for maintaining a \$9.55 million account with holdings of approximately 32,400 items. Furniture, furnishings, appliances and equipment (FFAE) are stocked to accommodate +/-300 residences, housing families from 17 different U.S. Government agencies. The incumbent is responsible for all U.S. Government property in residences assigned to him/her (approximately 75 units), maintaining correct automated inventories and preparing monthly, quarterly and annual reports, as required by post officials and the Department of State.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years' general work experience; (3) Level III (Good working knowledge) speaking/ reading/writing English and Thai; (4) Ability to work with diverse elements of American mission personnel; (5) Ability to operate computer.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: APRIL 16, 2009

FSN#2009/54 (T)

Medical Research Technologist (Clinical Care Coordinator)

OPEN TO: All Interested Candidates

POSITION: Medical Research Technologist (Clinical Care Coordinator), FSN-8; FP-6 (Trainee)

OPENING DATE: April 3, 2009

CLOSING DATE: April 16, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist (Clinical Care Coordinator) in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Serves as the Clinical Care Coordinator within the Care and Treatment Section, organizing, implementing, coordinating, and supervising HIV/AIDS clinical services activities conducted by CDC in collaboration with the Ministry of Public Health, the Bangkok Metropolitan Administration, non-governmental organizations, universities, and/or private industry. Duties also included providing implementation guidance and technical support to 5 – 10 staff.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Master Degree in Public Health, Social or behavior science or related field; (2) Must have a clinical background in HIV care or research, plus one year program coordination; (3) Two years responsible work in HIV/AIDS or public health program management including direct experience with clinical, social and/or behavior-based projects; (4) Level IV (Fluent) speaking/reading/writing English and Thai; (5) Able to work effectively with persons at all levels of the

public health system.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: April 16, 2009

FSN#2009/54

Medical Research Technologist (Clinical Care Coordinator)

OPEN TO: All Interested Candidates

POSITION: Medical Research Technologist (Clinical Care Coordinator), FSN-9; FP-5(Step 1 thru 4)

OPENING DATE: April 3, 2009

CLOSING DATE: April 16, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5(Step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist (Clinical Care Coordinator) in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Serves as the Clinical Care Coordinator within the Care and Treatment Section, organizing, implementing, coordinating, and supervising HIV/AIDS clinical services activities conducted by CDC in collaboration with the Ministry of Public Health, the Bangkok Metropolitan Administration, non-governmental organizations, universities, and/or private industry. Duties also included providing implementation guidance and technical support to 5 – 10 staff.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Master Degree in Public Health, Social or behavior science or related field; (2) Must have a clinical background in HIV care or research, plus one year program coordination; (3) Three years responsible work in HIV/AIDS or public health program management including direct experience with clinical, social and/or behavior-based projects; (4) Level IV (Fluent) speaking/reading/writing English and Thai; (5) Able to work effectively with persons at all levels of the public health system.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: April 16, 2009

FSN#2009/55

Operational Support Assistant

OPEN TO: All Interested Candidates

POSITION: Operational Support Assistant, FSN-5; FP-9

OPENING DATE: April 3, 2009

CLOSING DATE: April 16, 2009

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Operational Support Assistant in its U.S. Secret Service office located in Bangkok.

BASIC FUNCTION OF POSITION:

Drives head of agency and VIP official visitors. Office courier of official document and contraband to/from police Headquarters and banks in a safe and timely manner. Ensure vehicles and property maintained. Assists Special Agents and Thai Investigator on criminal cases.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of secondary school (Mattayom 6 or equivalent); (2) At least three years experience as a chauffeur together with some office experience; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Must be familiar with various routes and traffic patterns to these destinations; (5) Must have basic knowledge of technical equipment such as video surveillance equipment, camera and ability to deal with VIP's, Thai Government personnel and public in general with tact; (6) Must have a valid driver's license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF A VALID DRIVER'S LICENSE

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: April 16, 2009
